

**DEPARTMENT OF HEALTH SERVICES**

714/744 P STREET  
P.O. BOX 942732  
SACRAMENTO, CA 94234-7320  
(916) 327-5425



August 28, 2000

TO: Prospective Applicants

SUBJECT: REQUEST FOR APPLICATION (RFA) #TCS-00-103  
ETHNIC-SPECIFIC TOBACCO EDUCATION NETWORKS  
ADDENDUM NO. 1

On August 4, 2000, the California Department of Health Services, Tobacco Control Section (CDHS/TCS) released RFA #TCS-00-103 entitled, "Ethnic-Specific Tobacco Education Networks." Since the release of the RFA, some changes were made and now need to be incorporated into your copy of the RFA.

Listed below are the replacement pages for your copy of the RFA. Please discard the original pages and insert the replacement pages. The shaded area indicates the changes.

Page Number

12	Appeals Process
13	Tentative Timelines

We apologize for any inconvenience that these changes may cause.

If you should have any questions regarding this addendum, please contact Toni Rubin, Contract Manager, TCS, at (916) 324-4409. This addendum will also appear online at the CDHS/TCS website: [www.dhs.ca.gov/tobacco](http://www.dhs.ca.gov/tobacco).

Dileep G. Bal, M.D., Chief  
Cancer Control Branch

Enclosure

cc: Local Lead Agencies  
Regional Community Linkage Projects  
Ethnic Networks  
Competitive Grantees

Prospective Applicants

Page 2

August 28, 2000

bcc: TCS Staff

TR:jc

G:TCS\RFA RFP Released\2000-2001 RFA & RFPs\RFA #\00-103\addendum no. 1.doc

### 3. Notification of Decision

Each applicant, whether selected for funding or denied, will be notified in writing of the funding decision. Applicants may receive, upon written request to CDHS/TCS, their consensus review tool summary page which provides the score and overall strengths and weaknesses of their application.

### 4. Contract Negotiation

Following the award notification, contract negotiations will occur with the potential contractor in a timely manner. CDHS/TCS reserves the right to reject any proposed project(s) or project component(s). Following contract negotiations, the contractor is required to submit a detailed Scope of Work, Parts I and II, Budget, and Budget Justification in accordance with CDHS/TCS requirements, which will become part of the formal grant. Upon completion and approval of these documents, the grant may be fully executed and work may commence.

CDHS/TCS reserves the right to withdraw any award if an acceptable Scope of Work, Budget, Budget Justification and other CDHS/TCS required forms are not received by CDHS/TCS within 45 calendar days of being negotiated by CDHS/TCS and the awardee.

In the event that CDHS/TCS is unable to execute a contract with the initial successful agency, CDHS/TCS reserves the right to continue the evaluation of the applications and select the application that most closely meets the requirements specified in this RFA, and that received a passing score of at least 75 points.

CDHS/TCS reserves the right to withdraw any award or negotiate the Scope of Work of any proposed projects or proposed project components if another agency funds the applicant to perform similar activities submitted under this RFA or if the proposed activities duplicate the activities or roles of other local, state or national objectives.

## E. Appeals Process

Only those agencies that submit an application consistent with the requirements of this RFA and are not funded may appeal. There is NO appeal process for applications that are submitted late, non-compliant or are incomplete. Applicants may not appeal their funding level. Letters appealing the final application selection must be received **no later than 5 p.m. on Monday, October 30, 2000, Thursday, November 2, 2000, at the address indicated below. Electronically transmitted documents WILL NOT BE ACCEPTED.**

Appeals shall be limited to the grounds that CDHS/TCS failed to correctly apply the standards for reviewing your agency's application in accordance with this RFA. The appellant must file a written appeal, which includes the issue(s) in dispute, the legal

authority or other basis for the appellant's position, and the remedy sought. Incomplete appeals will be rejected. Appeals must be mailed or faxed to:

Donald O. Lyman, M.D., Chief or Designee  
Division of Chronic Disease and Injury Control  
Department of Health Services  
P. O. Box 942732, MS #504  
Sacramento, CA 94234-7320  
Fax number: (916) 327-5424

At his sole discretion, the Chief of the Division of Chronic Disease and Injury Control or his designee may hold an appeal hearing with each appellant. A decision will be made, either based on the combination of the written appeal letter and the evidence presented at the hearing, or based on the written appeal letter if no hearing is conducted. The decision of the Chief of the Division of Chronic Disease and Injury Control or his designee shall be final. There is no further administrative appeal. Appellants will be notified of decisions regarding their appeal in writing within fifteen (15) working days of their hearing date or the consideration of the written appeal letter, if no hearing is conducted.

#### F. Tentative Timelines

August 4, 2000	Release of RFA
August 17, 2000	Information Meeting: Sacramento 9 a.m. – 12 p.m.
<b>August 30, 2000</b>	<b>Letters of Intent due by 5 p.m.</b>
<b>September 25, 2000</b>	<b>Applications due by 5 p.m. to CDHS/TCS</b>
<del>October 19, 2000</del> October 24, 2000	Award decisions announced
<del>October 30, 2000</del> <b>November 2, 2000</b>	<b>Appeals due by 5 p.m. to CDHS/TCS</b>
<del>November 1-10, 2000</del> November 6-10, 2000	Appeal Hearings
January 1, 2001	Contract period begins
June 30, 2004	Contract period ends